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Follow Up - 11/17/59

I agree with Fred about Subj files, however any short title is OK for searching purposes as long as we know what that short title covers. I would imagine that these are [redacted] commonly used by DD/P personnel when referring to a file series; and, therefore, it would be hard to get them to change.

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(Preliminary) Comments on Functional Groups of CS Documents

1. Subject files should be redefined in order to include the Administrative files created ~~by~~ and maintained by Chiefs of Staffs, Divisions and Branches. Suggest deletion of (1) under Subject category and substitution of the following:

(1) When used in a general sense refers to the administrative files created and maintained in a subject arrangement by the offices of Chiefs of Staffs, Divisions, Branches or other organizational components. Such files ordinarily document routine housekeeping functions, but in some instances contain material dealing with substantive operations and policy matters

2. Background and Reference Files would

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then be carried on the list as a separate entry wherever appropriate to describe "working files".

3. It would be possible to furnish a representative list of support files based on the recent study for the [redacted] Committee. I'm not sure at this point as to wether we or [redacted] or [redacted] is expected to make this contribution.

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Subj: Comments on Fuctional Groups of CS Docs.

I feel that the C.S. List could be very valuable as a Glossary if it was expanded to include additional DD/P terms. From my working in PP I would suggest that the following terms be defined and included.

Related Missions Directives
Guidance Papers
Assets Files
Working Papers
Briefings
Themes
Stockpiling

The above are only a few. I would suggest that the DD/P/RMD refer to the CSI Regs. and Notices for assistance in compiling a thorough glossary for wide usage.

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Subj: Comments on Functional Groups of CS Docs.

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I agree with [redacted] comments regarding Subject Files - I would, instead of just stating that "such files ordinarily document routine housekeeping functions", elaborate and identify, such as: Appropriation, Collection, Liaison, Organization and Management, Personnel, Security, Training etc. I feel this way we'll be better able to sell our Subject Numeric File System in DD/P.

I also agree with

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the CS definition of Background and Reference on page 4. They describe these as Working Files --- I feel that working files are [redacted] current and more specific while reference materials are usually very general. Further, I am not certain that Background and Reference should be combined. Reference includes raw information reports, published intelligence reports and library loans, books, periodicals etc and maintained only a short time. Background material includes

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material that has historical value and again is more specific.

Further, the CS definition of Chrono Files differs from our connotation. There seems to be all inclusive ours is limited to correspondence generated with originating office

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